

TRANSPORT EMPLOYEE CHECKLIST 2017

Meals & Lodging

A TL2 completed and signed by each of your employers must accompany this checklist.

Your Name:		
Are you a long haul trucker? YES NO		
Are you a short haul trucker? YES NO		
If yes to either:		
Meal claim:	Number of DAYS per truck logs - Canadian days	Number of DAYS per truck logs - US days
Away from municipality for 12 hours		
Away from municipality 13-16 hours		
Away from municipality more than 16 hours		
Did you pay for lodging? YES NO		
If yes provide receipts.		

*(Please note, this is a **highly audited** area by the Canada Revenue Agency. We highly recommend using only accurate records to make your claim.)*

Does the company you work for collect and remit GST on its products or services? YES NO If yes, provide their GST number:

Other Expenses

A T2200 completed and signed by each of your employers must accompany this checklist to claim expenses in the following area.

Are you required to pay for any of the following expenses that you are not reimbursed for? YES NO	
If yes provide receipts for:	
	Cell phone
	Safety clothing (hard hats, steel toed boots, reflective clothing)
	Other supplies (such as tie down straps)
	Internet fees
	Other (please specify)